



Town of Halton Hills
 1 Halton Hills Drive
 Halton Hills ON L7G 5G2
 www.haltonhills.ca

Pre-authorized Tax Payment Plan Application Form

Plan Type:

Monthly Plan (10 Months – Jan to Oct) Start Month: _____ Year: _____
 (Jan & June start only)

Due Date Plan (4 Dates – Feb, April, June, Sept)

Taxpayer Defined Plan - monthly amount: \$_____ (12 Months – Jan to Dec)
 (Only available for accounts in arrears. I understand that a penalty is applied to any past due amount.)

Minimum 30 days' notice is required to enroll in the PAP Plan, or to make any changes to PAP Plan.

Assessment Roll No: _____

Property Location: _____

Property Owners - I/We*: _____
 Name(s)

Home Tel: _____ Business Tel: _____

Email: _____

I/We accept the terms and conditions defined and I/We hereby authorize The Corporation of the Town of Halton Hills to debit my/our bank account.

 Signature(s) _____
 Date

Please attach a void cheque (A chequing account cannot be a line of credit account)

If a Savings Account is to be used, please check box. A direct deposit form from your financial institution is required.

*For joint accounts all depositors must sign if more then one signature is required on cheques issued against the account. SEND COMPLETED FORM AND A CHEQUE MARKED "VOID" TO:

Town of Halton Hills, 1 Halton Hills Drive, Halton Hills, (Georgetown) ON L7G 5G2

The personal information on this form is collected under the authority of Section 342 of the Municipal Act, as amended and By-law No 2007-0005, as amended. The information is used for the purpose of processing this request and administering the program. Questions regarding the collection of this information should be directed to the Town's Records/FOI Coordinator at 905-873-2601 ext. 2356 or fo@haltonhills.ca.

Pre-Authorized Tax Payment Plans

The Town of Halton Hills has three (3) plans available:

- **Monthly Plan** – 10 months (January to October) - account must be up to date.
- **Due Date Plan** – withdrawn automatically on each due date during the year (February, April, June and September) - accounts must be up to date.
- **Taxpayer Defined Plan** – 12 months (January to December) this plan is for property owners that are in arrears and wish to work towards paying down their balance. Payment amounts are determined by the property owner. Penalty will be applied to any past due amounts.

Payments are withdrawn on the 3rd last business day of each month.

Notification will be sent twice a year (January and June) indicating the date of each withdrawal and the amount. The June notification is your official receipt. Please retain for income tax purposes.

You May Enroll

- Property owners may apply for the Monthly Plan with a starting date of January or June; or the Due Date Plan, if your property tax account is up-to-date.
- If you do not pay your taxes with your mortgage
- If your property is fully assessed

How to Apply – Application Form PDF

The form is also available at the Corporate Services Dept. located in the Halton Hills Civic Centre. Please attach a “VOID” cheque and submit the application and void cheque to the attention of the Corporate Services Dept. **Please submit one application form per property.**

Terms and Conditions - 30 Days Notice is required for any cancellation and/or change Enrollment:

If a preferred program option is not selected, you will be enrolled in the Monthly Plan. Should circumstances prevent us from processing withdrawals in the month requested, your account will be enrolled in the next available month. Enrollment in the pre-authorized payment plan is automatically renewed each year.

Additional Charges:

Supplementary/Omitted billings added to the tax account for New Construction or Improvements will not form part of a property tax plan and must be paid separately.

Returned Payment - Penalties:

An administrative fee will be applied to your account for payments not cleared by your financial institution. The Treasurer may remove a property from the property tax payment plan if two (2) installments fail to be honored during the same taxation year. Any unpaid balance of taxes shall be subject to penalties if overdue.

Sale of Property - Moving:

If you are moving within the Town of Halton Hills the plan is NOT TRANSFERABLE. You must cancel your present plan in writing and complete a new application form and provide a new VOID cheque.

Termination:

It is the property owner's responsibility to cancel their pre-authorized payment plan. Cancellation must be in writing indicating termination date.

Bank Account Changes:

Our office requires written notification and a new VOID cheque if you are changing your bank account.

Questions regarding the above plans may be directed to the Corporate Services Dept. at (905) 873-2601 ext. 2243 or by email at taxdepartment@haltonhills.ca Business Hours 8:30am to 4:30pm – Monday to Friday